

DEPARTMENT OF UTILITIES

Sewer Fund

FY 2011 Adopted Budget - City of Fairfax, Virginia

**City of Fairfax, Virginia
FY 2011 Sewer Fund
Budget Summary**

Revenues	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Operating Revenues				
Residential Sales	\$1,275,779	\$1,450,295	\$1,421,776	\$1,560,153
Commercial Sales	1,681,561	1,717,862	1,749,272	1,959,185
Subtotal Operating Revenues	2,957,340	3,168,157	3,171,048	3,519,337
Connections	347,858	700,000	152,200	697,500
Other Revenues				
Interest	15,136	20,000	20,000	20,000
Interfund Transfer	0	0	0	0
Miscellaneous	18,193	21,069	22,300	15,000
Subtotal Other Revenues	33,329	41,069	42,300	35,000
Other Financing Sources	0	0	0	660,000
Total Revenues	\$3,338,527	\$3,909,227	\$3,365,548	\$4,911,837
Expenses				
Operating Expenses				
Sewage Treatment	\$2,030,555	\$2,163,051	\$2,163,051	\$2,249,573
Line Maintenance	692,393	1,303,502	1,379,244	1,080,700
Administrative & Engineering	884,429	896,449	941,344	969,924
Subtotal Operating Costs	3,607,377	4,363,002	4,483,639	4,300,197
Other Expenses				
Contingent Reserve	0	0	0	0
Debt Service	21,512	49,339	0	0
Subtotal Other Expenses	21,512	49,339	0	0
Total Expenses	\$3,628,889	\$4,412,341	\$4,483,639	\$4,300,197
Cash Balance - June 30	\$898,595	\$42,430	\$280,504	\$392,145
Total FTE	8	8	8	8

FUNCTION: Sewer Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: County Sewage Treatment Contract

BUDGET COMMENTS:

The FY 2011 City-County contract is projected to increase 4% (\$86,522). Fairfax County has formally notified the City that major plant upgrades are required due to an EPA mandated nitrogen reduction program and plant renovations. The City's share of the total cost when finalized will be 6.27%, which equates to the capacity that the City is allocated for sewage treatment. Figures provided by the County equate to \$7.8 million for the nitrogen removal and up to a maximum \$15 million for plant renovations, which is contingent upon the final scope which has yet to be determined.

PROGRAM:

Wastewater originating in the City's sewer system is treated by Fairfax County in its Noman Cole, Jr. Pollution Control Plant by a contractual agreement that provides a reserved treatment capacity for the City.

GOAL:

To ensure effective sewer services to city customers and to ensure treatment capacity availability for future use by administering the contract with Fairfax County for sewage treatment. To meet the City's adopted goal of providing unsurpassed user-friendly, customer-focused business practices.

OBJECTIVES:

- To determine how much capacity is being used and how much capacity is available for future use by measuring and monitoring city sewage flows to Fairfax County Treatment Plant and make recommendations to purchase additional capacity
- To monitor the city's payments to the county for treatment, capital improvement, operations and maintenance costs to ensure costs to city customers are competitive.

SERVICES AND PRODUCTS:

- Metering, treatment and disposal of wastewater for residents and businesses

PERFORMANCE MEASURES:

Indicators	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Output Measures				
Average daily flow (Millions Gallons Daily-MGD)	3.8	3.9	3.9	3.9
Outcome Measures				
Available capacity for growth (MGD)	.40	.40	.40	.40
% Utilization of 4.2 MGD Average Capacity	90.5%	91%	91%	91%
Efficiency Measures				
Treatment costs per MGD	1,464	1,466	1,466	1,466

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 435110: County Sewage Treatment Contract

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimate</u>	FY 2011 <u>Adopted</u>
Other Charges	\$2,030,555	\$2,163,051	\$2,163,051	\$2,249,573
Total	\$2,030,555	\$2,163,051	\$2,163,051	\$2,249,573

FUNCTION: Sewer Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Sanitary Sewer Line Maintenance

BUDGET COMMENTS:

Capital project funding for sewer related projects accounts for 60% (\$660,000) of the funding for this cost center. This will be available through lease financing that is scheduled to occur in FY 2011. As a result, funds are provided for the following CIP projects: vehicle replacement (\$50,000), sewer rehabilitation at creek crossing (\$30,000), sewer lining (\$250,000), manhole rehabilitation (\$30,000), sewer trunk line rehabilitation (\$100,000), and odor control (\$200,000). No funds are included for either a market adjustment or merit / step increases.

PROGRAM:

Sanitary sewer lines and facilities are maintained by the Support Division of the Utilities Department.

GOAL:

To provide a reliable sanitary sewer service by inspecting, cleaning, repairing and rehabilitating the city's sanitary sewer network. To meet the City's adopted goal of providing unsurpassed user-friendly, customer-focused business practices.

OBJECTIVES:

- To minimize backups and overflows
- To rehabilitate a minimum of 3,500 linear feet of sewer lines and the related manholes annually
- To reduce inflow and infiltration

SERVICES AND PRODUCTS:

- Clear and well-maintained sewer lines
- Minimize backups and overflows
- Inspect sewer lines
- To respond and resolve odor control issues

PERFORMANCE MEASURES:

Indicators	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Output Measures				
Feet of pipe rehabilitated	4,288	4,500	4,500	4,500
Inspect 50% of pipelines	50%	50%	50%	50%
Inspect 95% of manholes	95%	95%	95%	95%
Manholes rehabilitated – Vertical Feet (VF)	221	229	229	229
Complete 95% of preventative maintenance activities scheduled	95%	95%	95%	95%
Maintain sanitary sewer overflows to less than 2 per year	0	0	0	2
Number of backups	4	1	1	2
OSHA Recordable Accidents	0	0	0	1
Maintain annual reliability of essential personnel	100%	100%	100%	100%
Limit “lost time” accidents	0	0	0	0
Maintain unscheduled leave to 4 hours or less per employee per month	90%	90%	90%	100%
Limit no shows for MISS UTILITY to 2 or less/year	0	0	1	2

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 435120: Sewer Line Maintenance

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Salaries	\$227,814	\$303,086	\$194,400	\$193,700
Fringe Benefits	99,466	105,916	93,300	96,900
Purchased Services	40,391	25,500	25,500	25,500
Other Charges	20,397	17,000	17,000	18,100
Supplies & Materials	42,090	75,000	75,000	86,500
Capital Outlay	262,235	777,000	974,044	660,000
Total	\$692,393	\$1,303,502	\$1,379,244	\$1,080,700

Personnel Classification	Grade	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Crew Supervisor	18	1.0	1.0	1.0	1.0
Utility Worker III	13	1.0	1.0	1.0	1.0
Utility Technician	11	1.0	1.0	1.0	1.0
Utility Worker II	10	1.0	1.0	1.0	1.0
Laborer II	6	1.0	1.0	1.0	1.0
Total FTE		5.0	5.0	5.0	5.0

FUNCTION: Sewer Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Sewer Administration

BUDGET COMMENTS:

This cost center reflects increased funding of 8.2% (\$76,500). The Management Fee, which notes charges to the department for its share and use of City services, notes a 3% decrease from FY 2010. Personnel expenses increased by 63,700 to reflect revisions to the staffing complement as part of changes during FY 2010. No funds are included for either a market adjustment or merit / step increases. Line item increases are seen in travel and training (\$1,000) to continue to build a versatile team and a succession plan. Additional funds are provided for utility engineering funds are allotted at \$30,000 to address planning and design needs for capital projects.

PROGRAM:

Sewer service administration and engineering are provided by the Department of Utilities and include, customer service, vehicle maintenance and general administration.

GOAL:

To provide effective managerial, administrative and engineering support to the sewer line maintenance division in order to enhance department performance. To meet the City's adopted goal of providing unsurpassed user-friendly, customer-focused business practices.

OBJECTIVES:

- To conduct an efficient utility billing for sewer customers
- To review site plans submitted by developers efficiently
- To process 100% of MISS UTILITY calls on time
- To manage new sewer connections to the sewer system
- To manage sewage conveyance to Fairfax County
- To manage the capital improvement program

SERVICES AND PRODUCTS:

- Management services for sewer division
- Utility billing
- Sewer emergency response
- Sewer connection information

FY 2011 Adopted Budget - City of Fairfax, Virginia

FUNCTION: Sewer Services**DEPARTMENT: Utilities****DIVISION OR ACTIVITY: Sewer Administration****PERFORMANCE MEASURES:**

Indicators	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Projected
Output Measures				
Site Plans reviewed	22	21	23	23
MISS UTILITY calls processed	9,508	11,190	12,000	12,500
Zero liability for MISS UTILITY calls	100%	100%	100%	100%
Maintain accurate customer billing	99%	99%	99%	99.9%
Collect required drinking water samples no later than the 5 th of each month	95%	95%	95%	95%
Limit meter re-reads per year	5%	5%	5%	<4%
Outcome Measures				
Site plans reviewed within 7 days (%)	95%	100%	100%	100%
Miss Utility calls processed within 48 hours	100%	100%	100%	100%

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 435130: Sewer Administration & Engineering

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Salaries	\$233,582	\$212,770	\$258,200	\$258,200
Fringe Benefits	74,539	82,135	81,600	91,300
Purchased Services	6,045	2,750	2,750	3,250
Internal Services	555,851	583,644	583,644	567,174
Other Charges	14,412	14,650	14,650	19,500
Supplies & Materials	0	500	500	500
Capital Outlay	0	0	0	30,000
Total	\$884,429	\$896,449	\$941,344	\$969,924

Personnel Classification	Grade	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Director of Utilities	29	0.5	0.5	0.5	0.5
Assistant Director of Utilities	24	0.5	0.5	0.5	0.5
Util. Constr. Projects Coord.	18	0.5	0.5	0.5	0.5
Administrative Assistant IV	14	0.5	0.5	0.5	0.5
Utility Billing Clerk	13	1.0	1.0	1.0	1.0
Total FTE		3.0	3.0	3.0	3.0

FUNCTION: Sewer Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Sewer Debt Service

BUDGET COMMENTS:

Debt service requirements will be forthcoming in future years with upgrades to Fairfax County's wastewater treatment plant.

PROGRAM:

Fairfax County has notified the City that major plant upgrades are required due to an EPA mandated nitrogen reduction program to comply with Chesapeake Bay Standards and plant renovations. The City's share of the total cost when finalized will be 6.27%, which equates to the percentage of the plant capacity that the city uses for sewage treatment. Tentative figures provided by the County equate to \$7.8 million for the nitrogen and phosphorus removal and up to a maximum \$15 million for plant renovations, which is contingent upon the final scope which has yet to be determined.

GOAL:

To ensure an adequate and efficient sanitary sewage system, that is financially secure, by paying principal and interest on a debt to Fairfax County for completed upgrades at Noman Cole, Jr. Pollution Control Plant for the removal of nitrogen and phosphorus from the sewage.

OBJECTIVE:

- Retire Debt service

SERVICES AND PRODUCTS:

- Payment of principal and interest on debt Fairfax County.

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 435710: Sewer Debt Service

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Debt Service	\$21,512	\$49,339	\$0	\$0
Total	\$21,512	\$49,339	\$0	\$0

Sewer Fund Expense Detail

Account		FY 2009 Actual	FY 2010 Budget	FY 2010 Estimated	FY 2011 Adopted
<u>County Sewer Treatment Contract (435110)</u>					
530835	City-County Contracts	\$2,030,555	\$2,163,051	\$2,163,051	\$2,249,573
<u>Sanitary Sewer Line Maintenance (435120)</u>					
511105	Salaries - Full Time	\$189,649	\$265,234	\$171,700	\$171,000
511115	Salaries - Overtime	19,916	33,069	15,000	15,000
511125	Temporary Help	0	0	0	0
511130	On Call Pay	7,679	2,544	7,700	7,700
511135	Holiday Worked	0	2,239	0	0
511160	Incentive Awards	0	0	0	0
511165	Year End Audit Adj	10,570	0	0	0
512110	Fringe Benefits	99,466	105,916	93,300	96,900
530113	Contract Services	36,698	2,500	2,500	2,500
530350	Building Maintenance	785	2,500	2,500	2,500
530351	Equipment Maintenance	2,908	20,500	20,500	20,500
550110	Utilities Expense	16,965	12,000	12,000	12,000
550430	Equipment Rental	3,432	5,000	5,000	5,000
550501	Travel & Training	0	0	0	600
550731	Employee Awards	0	0	0	500
560110	Office Supplies	598	2,000	2,000	2,000
560120	Small Equipment	635	0	0	0
560420	Operating Supplies	17,582	18,000	18,000	19,000
560430	Operating Materials	7,237	20,000	20,000	20,000
560501	Chemicals - Other	16,038	35,000	35,000	45,500
580105	Vehicle Replacement	80,735	0	217,044	50,000
580108	Other Mach & Equip Repl.	4,500	20,000	0	0
580410	Utility Engineering	0	10,000	10,000	0
580428	Sewage Pump Station Rehab	0	300,000	300,000	0
580429	Sewer Rehab at Creek Cross.	0	0	0	30,000
580441	Sewer Lining	146,000	315,000	315,000	250,000
580442	Manhole Rehab	31,000	32,000	32,000	30,000
580443	Sewer Trunk Line Rehab.	0	100,000	100,000	100,000
580449	Odor Control Program	0	0	0	200,000
Subtotal		\$692,393	\$1,303,502	\$1,379,244	\$1,080,700

Sewer Fund Expense Detail

Account		FY 2009 Actual	FY 2010 Budget	FY 2010 Estimated	FY 2011 Adopted
<u>Administration & Engineering (435130)</u>					
511105	Salaries - Full Time	\$233,209	\$211,142	\$258,200	\$258,200
511115	Salaries - Overtime	373	102	0	0
511125	Temporary Help	0	1,526	0	0
511160	Incentive Awards	0	0	0	0
512110	Fringe Benefits	74,539	82,135	81,600	91,300
530113	Contract Services	4,494	2,500	2,500	3,250
530521	Printing & Duplicating Expense	0	250	250	0
530620	Advertising	1,551	0	0	0
540060	Management Fee	555,851	583,644	583,644	567,174
550501	Travel & Training	0	500	500	1,500
550806	Other Services	14,412	14,000	14,000	18,000
550820	Dues & Subscriptions	0	150	150	0
560110	Office Supplies	0	500	500	500
580410	Utility Engineering	0	0	0	30,000
Subtotal		\$884,429	\$896,449	\$941,344	\$969,924
<u>Debt Service (435710)</u>					
590110	Interest	21,512	49,339	0	0
Total Sewer Fund		\$3,628,889	\$4,412,341	\$4,483,639	\$4,300,197

DEPARTMENT OF UTILITIES

Water Fund

FY 2011 Adopted Budget - City of Fairfax, Virginia

**City of Fairfax, Virginia
FY 2011 Water Fund
Budget Summary**

Revenues	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Operating Revenues				
Residential Sales	\$2,193,042	\$2,274,641	\$2,350,462	\$2,456,409
Commercial Sales	3,028,410	3,233,697	3,624,939	3,788,061
Wholesale	1,454,732	2,284,475	1,121,896	1,121,896
Subtotal Operating Revenues	6,676,183	7,792,813	7,097,298	7,366,367
Connections	1,683,015	1,223,500	1,305,530	654,967
Other Revenues				
Interest	47,404	30,000	40,000	40,000
Miscellaneous	534,002	32,200	35,046	32,200
Interfund Transfer	0	0	0	0
Subtotal Other Revenues	581,406	62,200	75,046	72,200
Other Financing Sources	0	0	0	8,940,000
Total Revenues	\$8,940,604	\$9,078,513	\$8,477,874	\$17,033,534
Expenses				
Operating				
Impoundment & Treatment	\$3,504,807	\$4,514,175	\$3,609,300	\$9,758,016
Water Line Maintenance	2,287,764	1,464,103	1,500,050	4,396,846
Administration & Engineering	1,673,315	1,864,791	1,845,238	1,896,413
Consumer Services	786,698	801,402	827,400	879,515
Subtotal Operating Costs	8,252,585	8,644,471	7,781,988	16,930,790
Other				
Debt Service	217,200	376,303	376,303	377,036
Transfers	0	0	0	0
Contingent Reserve	0	0	0	0
Subtotal Other	217,200	376,303	376,303	377,036
Total Expenses	\$8,469,785	\$9,020,774	\$8,158,291	\$17,307,826
Cash Balance - June 30	\$2,973,628	\$2,181,221	\$2,793,211	\$3,018,918
Total FTE	31	32	34	34

FUNCTION: Water Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Water Impoundment and Treatment

BUDGET COMMENTS:

Total funding for this cost center increases by \$5.2 million and is due mainly to expenses associated with capital projects. Operating costs for the division are projected to decrease due to expected savings on power (\$174,000) and chemical usage (\$179,200) resulting from the High Service Pumping Station renovations as well as effective experience with chemical optimization in the flocculation and settling processes. Capital costs for the fiscal year are up substantially due to the expected bonding program of \$5.9 million to facilitate comprehensive upgrades in the chemical and pumping systems. The result of such upgrades will be to reduce operating costs. Funding is also provided for two additional plant operators to provide for better staffing coverage and succession planning. No funds are included for either a market adjustment or merit / step increases.

PROGRAM:

The City owns and operates its own water supply system comprised of two reservoirs and a water treatment plant. A 130 million gallon reservoir with a water treatment plant, having a hydraulic capacity of up to 18.0 million gallons per day production, is located on Goose Creek in western Loudoun County. The Beaverdam Creek Reservoir, a 1.4 billion gallon raw water supply, is located upstream of Goose Creek and is a side-storage reservoir receiving its water from Goose Creek during high flow periods. Water from Beaverdam Creek is released back to Goose Creek to supplement the stream during low stream flow periods.

GOAL:

To produce safe and reliable potable drinking water in full compliance with the Safe Drinking water Act and all related regulations of the Commonwealth and the Environmental Protection Agency. To produce adequate volumes of drinking water to satisfy customer needs. To meet the City's adopted goal of providing unsurpassed user-friendly services.

OBJECTIVES:

- To operate and maintain the Goose Creek and the Beaverdam Creek raw water reservoirs, and the Goose Creek Water Treatment Plant 24 hours a day, 365 days a year, with the highest reliability resulting from mechanical and treatment redundancy and high effectiveness.
- To comply with all Commonwealth and federal drinking water standards and regulations.
- To comply with all Virginia Pollution Discharge Elimination System (VPDES) Permits standards for residual solids generated by the physical-chemical settling and filtrations processes.

SERVICES AND PRODUCTS:

- Purified water of adequate and reliable volume and pressure

FY 2011 Adopted Budget - City of Fairfax, Virginia

FUNCTION: Water Services**DEPARTMENT: Utilities****DIVISION OR ACTIVITY: Water Impoundment and Treatment****PERFORMANCE MEASURES:**

Indicators	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Output Measures				
Gallons of water produced (millions)	4,380	3,400	3,500	3,500
Reduce carbon footprint of the treatment plant for a five year period ending in FY16	0%	0%	0%	2%
Limit overtime and on-call hours	6%/hours worked	6%/hours worked	6%/hours worked	6%/hours worked
Reduce kilowatt-hours per 1,000 gallons pumped	0%	0%	2.5%	5%
Maintain chemical optimization at the treatment plant to reach 0.50 turbidity units for settled water	100%	100%	100%	100%
Outcome Measures				
Compliance with drinking water standards	100%	100%	100%	100%
Compliance with VPDES* permit limits	100%	100%	100%	100%
% Utilization of water plant's 12 MGD	97.5%	98%	98%	98%

* Virginia Pollutant Discharge Elimination System

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 436110: Water Impoundment & Treatment

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Salaries	\$1,000,613	\$998,034	\$1,091,900	\$1,137,816
Fringe Benefits	365,198	322,811	372,900	423,600
Purchased Services	354,551	365,000	263,300	360,800
Other Charges	759,232	916,000	653,200	744,800
Supplies & Materials	817,451	1,262,330	828,000	1,191,000
Capital Outlay	207,762	650,000	400,000	5,900,000
Total	\$3,504,807	\$4,514,175	\$3,609,300	\$9,758,016

Personnel Classification	Grade	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Division Superintendent	24	1.0	1.0	1.0	1.0
Shift Supervisor	19	0.0	0.0	0.0	7.0
Class 1 Operator	18	6.0	6.0	6.0	0.0
Class 2 Operator	16	0.0	0.0	0.0	1.0
Class 3 Operator	13	1.0	1.0	3.0	4.0
Water Plant Operator Trainee	11	2.0	3.0	3.0	0.0
Water Plant Mechanic	15	2.0	2.0	2.0	2.0
Water Plant Maintenance Supervisor	17	0.0	0.0	0.0	1.0
Water Plant Assistant	8	1.0	1.0	1.0	0.0
Total FTE		13.0	14.0	16.0	16.0

FUNCTION: Water Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Water Line Maintenance

BUDGET COMMENTS:

The cost center increased significantly from the prior fiscal year based on programmed capital project spending. No funds are included for either a market adjustment or merit / step increases. Capital funding for water related projects is available through lease financing, which will be obtained in FY11, for the water fund in the amount of \$3,040,000. As a result, funds are provided for the following projects: vehicle replacement (\$170,000), transmission main rehabilitation (\$50,000), waterline replacement (\$1,750,000), tank maintenance (\$240,000) automated meter reading (\$680,000), SCADA (\$100,000), and Geographic Information Systems (GIS) (\$50,000).

PROGRAM:

The water transmission line runs 26 miles along the abandoned Washington and Old Dominion Railroad right-of-way and parallels Hunter Mill Road. The transmission main is 24 inches in diameter and has interconnections to service wholesale customers, Loudoun Water and Fairfax Water (primarily for Oakton). The City also directly serves, on a retail basis, areas of Fairfax County adjoining the City. The City also serves George Mason University.

GOAL:

To provide safe drinking water through a reliable water distribution system by cleaning, repairing and monitoring the transmission main, neighborhood distribution system and three storage tanks. To meet the City's adopted goal of providing unsurpassed user-friendly, customer-focused business practices.

OBJECTIVES:

- To replace approximately one mile feet of deteriorated water mains annually
- To maintain average water service interruption to four hours due to water main breaks

SERVICES AND PRODUCTS:

- Potable water supply
- Miss Utility line location markings
- Repair water main breaks
- Repair and replace fire hydrants
- Water plant maintenance support
- Install or replace water mains
- To maintain average water service interruption to a maximum of four hours due to water main breaks
- Fire suppression

FUNCTION: Water Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Water Line Maintenance

PERFORMANCE MEASURES:

Indicators	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Output Measures				
Pipe replaced (feet)	0	3,000	0	5,630
Maintain lost time accidents	0	0	0	0
Limit unscheduled leave	8 hours	8 hours	8 hours	4 hours
Maintain annual reliability of essential personnel	100%	100%	100%	100%
Minimize OSHA recordable accidents	0	0	0	1
Complete preventative maintenance activities scheduled	90%	90%	90%	95%
Limit no shows for MISS UTILITY to 2 per year	0	0	1	2
Average service interruption per water main break (hours)	3.7	3.8	4	4
Outcome Measures				
% Planned Pipe replaced	0	100%	0	100%
% of service interruption due to water main break – of an average of four hours	80%	90%	90%	90%

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 436120: Water Line Maintenance

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Salaries	\$467,278	\$529,698	\$557,900	\$557,900
Fringe Benefits	161,189	177,655	171,400	194,100
Purchased Services	55,728	80,000	80,000	108,000
Other Charges	14,513	44,000	44,000	48,500
Supplies & Materials	116,738	195,750	195,750	278,346
Capital Outlay	1,472,318	437,000	451,000	3,210,000
Total	\$2,287,764	\$1,464,103	\$1,500,050	\$4,396,846

Personnel Classification	Grade	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Division Superintendent	25	1.0	1.0	1.0	1.0
Crew Supervisor	18	1.0	1.0	1.0	1.0
Utility Worker III	13	1.0	1.0	2.0	2.0
Equipment Operator	12	1.0	1.0	1.0	1.0
Truck Driver I	9	2.0	2.0	2.0	2.0
Laborer II	6	1.0	1.0	1.0	1.0
Total FTE		7.0	7.0	8.0	8.0

FUNCTION: Water Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Water Administration

BUDGET COMMENTS:

The Administration cost center increased by \$31,600(1.7%). No funds are included for either a market adjustment or merit / step increases. The Management Fee, which notes charges to the department for its share and use of City services, notes a decrease of 1% over the previous fiscal year. Line item increases are seen in travel and training (\$3,500) to continue to build a versatile team and a succession plan. Utility engineering costs note a recommendation of \$50,000 for continued capital project planning and design work.

PROGRAM:

Water service administration and engineering are provided by the Department of Utilities and includes project delivery, customer billing and service, and general administration.

GOAL:

To provide effective managerial, administrative and engineering support to the water impoundment, treatment and line maintenance divisions in order to enhance department performance. To meet the City's adopted goal of providing unsurpassed user-friendly, customer-focused business practices. To pursue the implementation of infrastructure projects throughout the City with specific emphasis on the adoption and implementation of the CIP

OBJECTIVES:

- To conduct efficient utility billing for water customers
- To review site plan submitted by developers efficiently
- To process 100% of MISS UTILITY calls on time
- To manage new water connections to the water system
- To manage wholesale water sales to Loudoun Water and the Fairfax Water
- To manage the Capital Improvement Program

SERVICES AND PRODUCTS:

- Management services for water division
- Water service information
- Utility billing
- Responding to emergencies
- Water connection information
- Records management
- Asset management

FY 2011 Adopted Budget - City of Fairfax, Virginia

FUNCTION: Water Services**DEPARTMENT: Utilities****DIVISION OR ACTIVITY: Water Administration****PERFORMANCE MEASURES:**

Indicators	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimate	FY 2011 Projected
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Output

Site Plans Reviewed	22	22	24	24
MISS Utility Calls Processed	9,508	11,190	12,000	12,500
Zero liability for MISS UTILITY calls	100%	100%	100%	100%
Gallons of Water Produced	4,380,000,000	3,431,850,000	3,500,000,000	3,500,000,000

Outcome

Site Plant reviewed within 7 days	95%	95%	95%	99%
MISS UTILITY calls processed within 48 hours	100%	100%	100%	100%

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 436130: Water Administration and Engineering

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Salaries	\$121,639	\$211,142	\$209,700	\$210,200
Fringe Benefits	40,199	82,011	63,900	71,600
Purchased Services	12,192	16,600	16,600	16,600
Internal Services	1,467,500	1,523,388	1,523,388	1,510,613
Other Charges	30,019	27,650	27,650	31,600
Supplies & Materials	1,766	4,000	4,000	5,800
Capital Outlay	0	0	0	50,000
Total	\$1,673,315	\$1,864,791	\$1,845,238	\$1,896,413

Personnel Classification	Grade	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Director of Utilities	29	0.5	0.5	0.5	0.5
Assistant Director of Utilities	24	0.5	0.5	0.5	0.5
Util. Constr. Projects Coord.	18	0.5	0.5	0.5	0.5
Administrative Assistant IV	14	0.5	0.5	0.5	0.5
Utility Billing Clerk	12	1.0	1.0	1.0	1.0
Total FTE		3.0	3.0	3.0	3.0

FUNCTION: Water Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Consumer Services

BUDGET COMMENTS:

The increase in this cost center is due mainly to materials needed for waterline replacement activities and meter replacement parts equating to \$45,000. The remaining operating line items have not increased. No funds are included for either a market adjustment or merit / step increases.

PROGRAM:

The water system is a consumer-oriented enterprise fund providing services to retail and wholesale water customers, including installation of service lines and water meters, meter reading and testing, meter and service line replacement, water quality monitoring and response to customer concerns.

GOAL:

To satisfy customer needs by monitoring water quality in the distribution system, replacing defective meters, reading meters for billing, and responding to customer inquiries. To meet the City's adopted goal of providing unsurpassed user-friendly, customer-focused business practices.

OBJECTIVES:

- To collect a required water quality samples
- To replace meters that have registered one million gallons or more
- To replace defective meters
- To answer requests for new meters
- To respond to customer inquiries within a timely manner
- To read all residential meters quarterly and commercial meters monthly

SERVICES AND PRODUCTS:

- Read water meters
- Water service line installation
- Install new water meters
- Replace old or defective meters
- Leak determination
- Customer service
- Water quality monitoring

FUNCTION: Water Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Consumer Services

PERFORMANCE MEASURES:

INDICATORS	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Output Measures				
Complete preventative maintenance activities scheduled	90%	90%	90%	95%
Maintain annual reliability of essential personnel	100%	100%	100%	100%
Limit lost time accidents	0	0	0	0
Maintain unscheduled leave to 4 hours or less per employee per month	8 hours	8 hours	8 hours	100%
Request for new meters to be set	103	120	250	200
Number of meters to be read	55,310	55,430	55,680	55,880
Outcome Measures				
Water quality samples as % of required samples	110%	110%	110%	110%
Number of 1 million gallon meters replaced	100%	100%	100%	100%
Number of defective meters replaced	100%	100%	100%	100%
Number of requests answered for new meters	100%	100%	100%	100%
Respond to customer inquiries within 24 hours	100%	100%	100%	100%

FY 2011 Adopted Budget - City of Fairfax, Virginia

Cost Center 436140: Consumer Services

Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Salaries	\$491,344	\$464,383	\$489,600	\$479,600
Fringe Benefits	161,212	160,019	160,800	175,800
Purchased Services	303	5,000	5,000	6,115
Other Charges	3,832	4,000	4,000	5,500
Supplies & Materials	130,007	168,000	168,000	212,500
Capital Outlay	0	0	0	0
Total	\$786,698	\$801,402	\$827,400	\$879,515

Personnel Classification	Grade	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Crew Supervisor	18	1.0	1.0	1.0	1.0
Meter Reading Supervisor	16	1.0	1.0	1.0	1.0
Line Locator	13	1.0	1.0	1.0	1.0
Utility Worker III	13	1.0	1.0	0.0	0.0
Equipment Operator I	12	1.0	1.0	1.0	1.0
Meter Reader	9	2.0	2.0	2.0	2.0
Truck Driver I	9	0.0	0.0	0.0	0.0
Laborer II	6	1.0	1.0	1.0	1.0
Total FTE		8.0	8.0	7.0	7.0

FUNCTION: Water Services

DEPARTMENT: Utilities

DIVISION OR ACTIVITY: Water Debt Service

BUDGET COMMENTS:

In FY11, the City will acquire \$9.6 million in lease financing to address the infrastructure needs of the water system. As a result, revisions to the City's debt service payments will be incorporated in future years, and subject to ongoing dialogue with the City's financial advisors and market conditions affecting interest rates.

PROGRAM:

General obligation bonds and debt service instruments are issued, after approval through a referendum, for projects too large to be funded by current revenues and that will have a long-term public benefit.

GOAL:

To contribute to a water system that satisfies customer needs by paying principal and interest on debt service obligations issued to fund water capital projects.

OBJECTIVES:

- Pay principal and interest on bonds

SERVICES AND PRODUCTS:

- Payment of water bond principal and interest

Cost Center 436711: Water Debt Service				
Title	FY 2009 <u>Actual</u>	FY 2010 <u>Budget</u>	FY 2010 <u>Estimated</u>	FY 2011 <u>Adopted</u>
Debt Service	217,200	376,303	376,303	377,036
Total	\$217,200	\$376,303	\$376,303	\$377,036

Lease Financing for Utility Improvements
Principal 7-15; Interest 7-15 & 1-15

Payments During Year

YEAR ENDING			TOTAL
<u>30-Jun</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>REQUIREMENT</u>
2011	177,000	200,036	377,036
2012	184,000	192,425	376,425
2013	192,000	184,513	376,513
2014	200,000	176,257	376,257
2015	209,000	167,657	376,657
2016	218,000	158,670	376,670
2017	227,000	149,296	376,296
2018	237,000	139,535	376,535
2019	247,000	129,344	376,344
2020	258,000	118,723	376,723
2021	269,000	107,629	376,629
2022	280,000	96,062	376,062
2023	292,000	84,022	376,022
2024	305,000	71,466	376,466
2025	318,000	58,351	376,351
2026	332,000	44,677	376,677
2027	346,000	30,401	376,401
2028	361,000	15,523	376,523
Total	\$4,652,000	\$2,124,587	\$6,776,587

Purpose: financing for capital improvements to the city's water and sewer systems.

Principal Amount: \$4,821,000

Date of Issue: June 2008

Collateral / Property Interest: Lyndhurst Water Tank, sewage pumping station, sewage pumps, wet well, and control system.

FY 2011 Adopted Budget - City of Fairfax, Virginia
Water Fund Expense Detail

Account	FY 2009 Actual	FY 2010 Budget	FY 2010 Estimated	FY 2011 Adopted
<u>Impoundment & Treatment (436110)</u>				
511105 Salaries - Full Time	\$797,889	\$790,159	\$880,000	\$967,816
511115 Salaries - Overtime	141,660	142,450	135,100	80,000
511125 Temporary Help	-	-	-	10,000
511130 On Call Pay	51,546	50,875	51,000	60,000
511135 Holiday Worked	25,836	14,550	25,800	20,000
511160 Incentive Awards	-	-	-	-
511165 Year End Audit Adj	(16,318)	-	-	-
511180 Salary Reimbursement	-	-	-	-
512110 Fringe Benefits	365,198	322,811	372,900	423,600
530113 Contract Services	220,585	175,000	-	160,000
530124 Dam Safety Recertification	-	20,000	120,300	-
530125 Lab Testing Fees	17,374	15,000	15,000	9,800
530350 Building Maintenance	14,004	15,000	8,000	29,000
530351 Equipment Maintenance	102,588	120,000	100,000	142,000
530815 Health Dept Program Fee	-	20,000	20,000	20,000
550110 Utilities Expense	741,552	900,000	640,000	726,000
550430 Equipment Rental	12,049	10,000	10,000	11,000
550501 Travel & Training	4,681	5,000	2,200	6,000
550820 Dues & Subscriptions	950	1,000	1,000	1,800
560110 Office Supplies	(381)	350	50	400
560351 Repair Parts	17,158	35,000	25,000	40,000
560352 Fuels & Lubricants	-	200	200	200
560359 Change in Inventory	(37,662)	-	-	-
560420 Operating Supplies	37,360	45,000	20,000	40,000
560421 Pipe & Accessories	3,257	5,000	5,000	-
560422 Construction Material	0	5,500	1,000	130,000
560430 Operating Material	1,389	12,000	200	-
560435 Soil & Mulch	-	-	50	300
560501 Chemicals - Other	-	1,280	-	59,100
560551 Chlorine	38,812	45,000	45,000	40,000
560552 Lime	31,322	30,000	30,000	50,000
560553 Carbon	40,320	25,000	25,000	44,000
560554 Fluoride	34,893	28,000	28,000	52,000
560555 Caustic Soda	183,646	150,000	193,500	200,000
560556 Corrosion Inhibitor	44,447	20,000	20,000	-
560557 Ferric	406,779	850,000	425,000	450,000
560559 Potassium Perm.	16,111	10,000	10,000	85,000
580108 Other Mach & Equip Replace	41,744	100,000	100,000	100,000
580208 New Other Mach & Equip	46,022	250,000	250,000	-
580410 Utility Engineering	79,238	50,000	50,000	-
580412 Goose Creek Raw Water Pump Station	37,070	250,000	-	1,500,000
580414 Beaver Dam Facilities	3,688	-	-	-
580444 SCADA	-	-	-	200,000
580445 Chemical Facilities Upgrade	-	-	-	3,000,000
580446 High Service Pump Station	-	-	-	1,100,000
Subtotal	\$3,504,807	\$4,514,175	\$3,609,300	\$9,758,016

FY 2011 Adopted Budget - City of Fairfax, Virginia

Water Fund Expense Detail

Account		FY 2009 Actual	FY 2010 Budget	FY 2010 Estimated	FY 2011 Adopted
<u>Line Maintenance (436120)</u>					
511105	Salaries - Full Time	390,058	439,650	467,900	467,900
511115	Salaries - Overtime	56,600	66,138	66,100	66,100
511125	Temporary Help	-	-	-	-
511130	On Call Pay	18,162	22,385	22,400	22,400
511135	Holiday Worked	4,463	1,526	1,500	1,500
511160	Incentive Awards	474	-	-	-
511165	Year end Audit Adj	-	-	-	-
511180	Salary Reimbursement	(2,479)	-	-	-
512110	Fringe Benefits	161,189	177,655	171,400	194,100
530113	Contract Services	55,095	55,000	55,000	82,000
530351	Equipment Maintenance	633	25,000	25,000	26,000
550110	Utilities Expense	5,084	5,500	5,500	5,500
550430	Equipment Rental	2,672	5,000	5,000	5,000
550501	Travel & Training	3,467	1,500	1,500	5,000
550731	Employee Awards	-	-	-	1,000
550806	Other Services	3,290	32,000	32,000	32,000
550820	Dues & Subscriptions	-	-	-	-
560110	Office Supplies	1,212	750	750	750
560120	Small Equipment	17,653	40,000	40,000	40,000
560420	Operating Supplies	12,642	16,000	16,000	28,000
560421	Pipe & Accessories	29,366	50,000	50,000	92,515
560422	Construction Material	35,048	35,000	35,000	47,238
560423	Asphalt	14,691	30,000	30,000	45,843
560424	Concrete	394	4,000	4,000	4,000
560430	Operating Material	5,732	20,000	20,000	20,000
580105	Vehicle Replacement	-	131,000	131,000	170,000
580108	Other Mach & Equip Replace	-	5,000	-	-
580208	New Other Machine & Equipment	-	1,000	-	-
580410	Utility Engineering	15,074	15,000	-	-
580422	Asphalt Patching	230,670	135,000	170,000	170,000
580423	24" Trans. Main Rehab.	-	-	-	50,000
580424	Water Main Replacement	1,071,288	-	-	1,750,000
580426	Lyndhurst Tank Maintenance	155,286	150,000	150,000	240,000
580444	SCADA	-	-	-	100,000
580447	Automated Meter Reading	-	-	-	680,000
580448	GIS	-	-	-	50,000
	Subtotal	\$2,287,764	\$1,464,103	\$1,500,050	\$4,396,846

Water Fund Expense Detail

Account		FY 2009 Actual	FY 2010 Budget	FY 2010 Estimated	FY 2011 Adopted
Administration (436130)					
511105	Salaries - Full Time	121,266	211,142	209,700	209,700
511115	Salaries - Overtime	373	-	-	-
511160	Incentive Awards	-	-	-	500
512110	Fringe Benefits	40,199	82,011	63,900	71,600
530113	Contract Services	12,192	15,000	15,000	15,000
530521	Printing & Duplicating Expense	-	1,000	1,000	1,000
530620	Advertising	-	600	600	600
540060	Management Fee	1,274,891	1,338,638	1,338,638	1,322,168
540102	Motor Pool Charges	192,609	184,750	184,750	188,445
550501	Travel & Training	907	500	500	4,000
550806	Other Services	29,112	27,000	27,000	27,000
550820	Dues & Subscriptions	-	150	150	600
560110	Office Supplies	1,766	4,000	4,000	4,000
560120	Small Equipment	-	-	-	1,800
580410	Utility Engineering	-	-	-	50,000
Subtotal		\$1,673,315	\$1,864,791	\$1,845,238	\$1,896,413
Consumer Services (436140)					
511105	Salaries - Full Time	400,440	399,129	414,400	414,400
511115	Salaries - Overtime	56,696	40,700	45,000	35,000
511125	Temporary Help	13,228	8,274	10,000	10,000
511130	On Call Pay	16,738	14,245	16,000	16,000
511135	Holiday Worked	4,242	2,035	4,200	4,200
511160	Incentive Awards	-	-	-	-
512110	Fringe Benefits	161,212	160,019	160,800	175,800
530351	Equipment Maintenance	303	5,000	5,000	6,115
550430	Equipment Rental	2,017	4,000	4,000	4,000
550501	Travel & Training	126	-	-	1,500
550806	Other Services	1,689	-	-	-
560110	Office Supplies	-	1,500	1,500	1,000
560120	Small Equipment	746	1,500	1,500	1,500
560410	New Water Meters & Parts	71,210	75,000	75,000	97,500
560411	Replacement Meters & Parts	54,612	75,000	75,000	97,500
560420	Operating Supplies	2,838	12,000	12,000	12,000
560421	Pipe & Accessories	90	3,000	3,000	3,000
560430	Operating Material	511	-	-	-
Subtotal		\$786,698	\$801,402	\$827,400	\$879,515

Water Fund Expense Detail

Account		FY 2009 Actual	FY 2010 Budget	FY 2010 Estimated	FY 2011 Adopted
<u>Water Debt Service</u>					
590105	Principal	-	169,000	169,000	177,000
590110	Interest	217,200	207,303	207,303	200,036
	Subtotal	217,200	376,303	376,303	377,036
Total Water Fund		\$8,469,785	\$9,020,774	\$8,158,291	\$17,307,826